

Classified Position Application

HUBBARD EXEMPTED VILLAGE SCHOOL DISTRICT

108 ORCHARD AVE HUBBARD, OHIO 44425
Phone: 330-534-1921 Fax: 330-534-0522

Date of Application:

Date Available for Work:

Position Applying For:

Are You Applying for: (choose all that apply):

Full Time Position

Substitute Position

Last Name First Name Middle Social Security Number
Street City State Zip Code Phone

EDUCATION

WORK EXPERIENCE

List employment experience placing the most recent experiences first. Include any military experience.

<u>1 Employer Name & Address</u>	<u>Telephone</u>	<u>Dates Employed</u>		<u>Reason for Leaving</u>
		From	To	
<u>Job Title</u>	<u>Work Performed</u>			<u>Supervisor</u>

List employment experience placing the most recent experiences first. Include any military experience.

<u>2 Employer Name & Address</u>	<u>Telephone</u>	<u>Dates Employed</u>		<u>Reason for Leaving</u>
		From	To	
<u>Job Title</u>	<u>Work Performed</u>			<u>Supervisor</u>

Have you ever been employed by the Hubbard School District?..... Yes No
 Are you currently employed?..... Yes No
 Are you physically able to do the type of work you are applying for?..... Yes No
 Have you previously applied for a job with the Hubbard School District?..... Yes No
 Have you ever been convicted of a felony or a misdemeanor other than a traffic violation?.. Yes No

If yes, please explain:

If you are interested in being added to our **Substitute List** please list the days and times you would **NOT** be able to work:

▶ **Secretarial**

Please list office equipment you are able to operate:

Please list computer programs you are proficient with:

Please list any other office skills and qualifications:

▶ **Educational Assistant**

Do you have a current Educational Assistant Certificate?..... Yes No

Please list your qualification to be an Educational Assistant:

▶ **Educational Assistant for Handicapped Students:**

Please list your qualifications, training and experiences you have in working with handicapped students:

▶ **Cafeteria**

Please list your experience in Food Service:

▶ **Custodian/Sweeper**

Please list your experience with custodial duties:

▶ **Maintenance**

Please list your experience and qualifications with maintenance duties:

▶ **Bus Driver or Mechanic**

Do you have a current CDL?..... Yes No

Have you ever had your driver's license revoked?..... Yes No

If yes, please explain:

Please list any qualifications and experience you have?

REFERENCES List three references that are not related to you:

Name	Position	Address	Phone Number
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APPLICATION PROCESS

Applications received by the Hubbard School District will remain active and on file for one year upon receipt. You may renew your application at the time by contacting the Superintendent's office to update your application or by submitting a new form. Submitting an application for employment does not guarantee you a position with Hubbard Schools; employment is based on qualifications and experiences suited to the position vacancy. A personal interview is required before an applicant can be recommended for hire. Interviews are held only when there is an opening.

Any omissions on this application may prevent the applicant from being considered for employment; also any misrepresentation or falsification on this application or on the other documents submitted to the Hubbard School District will be sufficient cause for discharge if employed.

The Hubbard Board of Education is an equal opportunity employer, therefore, no person shall, on the basis of race, ancestry, religion, color, sex or national origin be excluded from participation in or be denied the benefits of or be subjected to discrimination.

You may include any additional employment history, training, references or other information you would like to add to this application on a blank page.

Applicant Signature

Date